

Teachers' Substitute Reports

Notice No.: 96-009

Date: July 1, 1996

Applies to: School District employers

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Background

The Substitute Report became a requirement as of the 1990-91 school year when legislative changes eliminated reporting substitute teachers to DRS via the monthly transmittal report. DRS Notice 90-011 explained this change.

Substitute Report Requirements

Chapter 5 in the DRS Employer Handbook provides definitions of a substitute teacher, when and how to use the Substitute Report, and report format requirements. An example of a Substitute Report is also provided on page 5-23.

Meeting DRS Requirements

DRS staff and the Washington Association of School Business Officials' (WASBO) Payroll/Personnel/Retirement Committee have been working together the last few months on the subject of substitute reporting. During these meetings it became clear that, currently, not all districts have the capability to produce the Substitute Reports in the format DRS requires. For this reason, some districts may have to take additional steps to ensure that their Substitute Reports meet DRS requirements.

Two alternatives to help you meet DRS requirements are:

- The School District may provide unsigned Substitute Reports to its employees, with instructions to return the report to the District if the employee is planning on applying to DRS for service credit. The School District could then add the monthly totals, make other necessary corrections and apply the appropriate signature, before returning it to the employee.
- Transfer the payroll information to a spreadsheet or word processing application to

generate a Substitute Report that meets DRS report format requirements.

If your School District uses WSIPC software, and you have questions about the use of the WSIPC payroll system for substitute reporting, contact your Fiscal Coordinator.

DRS Processing

When DRS receives Substitute Reports that do not meet all format requirements, DRS will provide members with a cover letter explaining what is missing and requesting that they contact their employer(s) for necessary corrections. This cover letter will be attached to all of the member's Substitute Reports. This procedure is required to ensure that members are provided with an accurate billing statement.

Questions?

If you have questions about reporting substitute teachers, refer to Chapter 5 in the DRS Employer Handbook, or call TRS Membership at (360) 709-4700.

Sheryl Wilson
Director

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This page was updated December 31, 1996
<http://www.wa.gov/DRS/employer/drsn/96009.htm>

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